

QAR Team Meeting Feb 28, 2011

Next Meeting – March 7, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	
Tom	Gehrke	QAE	
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Jim	Rife	TD	
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Updates:

Assurance Council: N/A – they will meet 3/1.

ES&H: N/A

WDRS: N/A

BSS: N/A

Assessments: FESS assessment is complete. CD assessment report will go out to CD today for factual review. PPD and ES&H interviews are complete; target for draft reports is Friday, 3/4.

Graded Approach: N/A

Process Improvement: N/A

Agenda for today: S/CI training updates, Records Management.

NOTES:

Kurt described how the S/CI training will be updated. There will continue to be 2 courses – a high level overview and lower level procedure. There will be no notices to take the S/CI training before June. Don asked whether the ITNA questions for S/CI were OK; Kurt will check.

John described the current records management assessment strategy. We may include PII in the scope depending on the timing of the DOE safety and security assessment which will also cover PII. It is suggested that all QARs and QAEs take the RM training and test. There needs to be file plans for the assessments to proceed. Joel Kofron will be asked the % of each D/S/C that has taken the RM training. Rod brought up the issue of the difficulty in determining who owns some of the electronic records.

Adam Bracero will replace Jim Rife as the TD QAR. Jim will be returning to the machine shop.

Updates to 414.1C went through a DOE RevCom (Review/Comments) as 414.1D and it appears that all QA criteria will be applied to software if the version is approved and added to contracts..

Don wanted to know if the IQA will be updated with things learned in the assessments. Jed will take suggestions for IQA updates for the next 2 weeks but is planning as part of the annual IQA review to update chapter 6 on design to accommodate the change from a Chief Engineer to the new Office of Program and Project Support (OPPS)

John Martzel
Meeting adjourned – duration 55 min